



UNITED STATES MARINE CORPS

MARINE FORCES RESERVE
4400 DAUPHINE STREET
NEW ORLEANS, LOUISIANA 70146-5400

IN REPLY REFER TO:

ForO 2281

G6/EKMS

APR 21 2009

FORCE ORDER 2281

From: Commander, Marine Forces Reserve
To: Distribution List

Subj: EMERGENCY ACTION PLAN (EAP) FOR COMMUNICATION SECURITY
(COMSEC) MATERIAL AND CLASSIFIED INFORMATION

Ref: (a) SECNAV M-5510.36
(b) EKMS 1 (series)
(c) ForO 3440.1_

Encl: (1) Fire Plan
(2) Emergency Protection Plan
(3) Emergency Removal Plan
(4) Emergency Destruction Plan

1. Situation. To promulgate instructions and procedures for the handling of all COMSEC/classified material within the Electronic Key Management System (EKMS), Classified Material Control Center (CMCC), Sensitive Compartmented Information Facility (SCIF), Secondary Control Points (SCP), and Local Elements (LE) in the event of an emergency.

2. Cancellation. ForO 5503.2A

3. Mission. This Order provides policy for the protection, removal and destruction of COMSEC material under emergency conditions. The possibility of unauthorized access to COMSEC material/classified information is greatly enhanced under emergency conditions. It is a command responsibility to deny unauthorized access to this material during natural disasters (e.g., fire, flood, hurricane), civil disturbances (e.g., civil uprising, mob actions), and terrorist attacks.

4. Execution

a. Commanders Intent and Concept of Operations

DISTRIBUTION STATEMENT A: Approved for public release;
distribution is unlimited.

(1) Commander's Intent. To publish an EAP/Emergency Destruction Plan (EDP) for Headquarters, Marine Forces Reserve and all the Major Subordinate Commands (MSC) located on the Naval Support Activity (NSA) East Bank, New Orleans, LA.

(2) Concept of Operations

(a) The order to implement any of the EAPs will come from the Commander, or direct representatives (Executive Director, Chief of Staff (COS), or Assistant Chief of Staff (AC/S). However, in situations that prevent contacting the above personnel, the senior Marine present is authorized to implement the EAP/EDP when time is of essence. Due to the immediate attention required by a fire, any Marine is authorized to implement the Fire Plan. During implementation of any plan, Two-Person Integrity (TPI) shall be maintained in accordance with the references.

(b) Minimizing Actions. To facilitate emergency actions, the following guidelines will be adhered to:

1. Hold only the minimum amount of COMSEC/classified material required for operational purposes at any time (i.e., routine destruction should be conducted frequently and excess material disposed of as directed by appropriate authorities).

2. Store COMSEC keying/classified material in the CMCC/EKMS vaults until actually required for use.

3. Store COMSEC material separate from other classified information, segregating each by status, type, and classification.

4. Record combinations of the security containers in which COMSEC/classified material is stored on a Standard Form (SF) 700 in accordance with (IAW) references (a) and (b). Store all SF 700s within the CMCC vault IAW with reference (c). The only exception is AC/S G6 EKMS SF 700 which will be stored in the Area Control Center (ACC).

5. Store all off-line Control Cryptographic Items (CCI) equipment in a zeroized state (i.e., knob in zeroized position).

(c) Personnel Assignments. Due to personnel constantly changing duty responsibilities within MARFORRES, personnel assignment by name is not feasible. The normal preferred method to properly implement EAP/EDP measures is utilizing the currently assigned manager/custodian as the person-in-charge, who will assign specific tasks to current alternate manager/custodian personnel and additional personnel as required. However if custodian personnel cannot be contacted or do not arrive in a timely manner, the senior Marine present must take charge and assign specific tasks to any available personnel.

(d) Deviation. The safety of personnel must always be taken into consideration. Deviation from established plans is authorized when circumstances warrant.

(e) Training. Emergency action drills will be conducted annually to determine if the present EAP is realistic, workable and up-to-date.

(f) Tasks

1. Custodian Personnel (to include SCPs and LEs)

a. Prepare, post, and maintain detail instruction cards within your area of responsibility for each EAP.

b. Be prepared to implement EAPs as directed.

(3) Command Operations Center. Be prepared to initiate the following procedures when emergency actions are required after normal working hours:

(a) If contact was not initiated by the Commander, Executive Director, or COS, try to contact them. Follow their guidance and/or continue with procedures. Remember, time could be of the essence (see paragraph 4).

(b) Initiate recall of CMCC/EKMS/SCIF custodian personnel and inform them of the emergency action required.

(c) Depending on the situation, initiate recall of the appropriate MSC personnel.

APR 21 2009


(4) Action. In order to ensure mission accomplishment, all personnel will review this order periodically. Any questions or concerns relating to specific applications of these instructions will be coordinated with the Security Manager or EKMS Manager. This order will be posted in all areas where COMSEC/classified material is used or stored.

5. Administration and Logistics. Recommendations concerning the contents of this Order may be forwarded to COMMARFORRES G6 via the appropriate chain of command.

6. Command and Signal

a. Command. This Order is applicable to the Marine Forces Reserve.

b. Signal. This Order is effective the date signed.


J. D. TURRIP
Chief of Staff

FIRE PLAN

UNDER NO CIRCUMSTANCES WILL ANYONE SUBJECT THEMSELVES OR THEIR SUBORDINATES TO POSSIBLE DEATH OR INJURY TO PROTECT THESE MATERIALS FROM FIRE.

SAFETY IS PARAMOUNT

Custodian personnel or senior Marine present will:

1. Sound the alarm, call the fire station (911), notify the appropriate personnel (Command Operations Center (COC), Security Manager, EKMS/CMCC, Officer in Charge (OIC)).
2. If possible, secure all COMSEC/classified material in its storage container. Ensure to close and lock all storage containers.
3. Secure ventilation windows and fan.
4. Try to extinguish or contain the fire until help arrives. If unable to extinguish or contain the fire with available equipment, move to a safe area that still provides visibility of the fire until help arrives.
5. Establish a security area away from the fire. Maintain and control access into the area. Record identification of all personnel entering or exiting the area.
6. Debrief all personnel involved in fighting the fire. Ensure that their name, rank (if applicable), Social Security Number (SSN), location and phone number where they can be reached, have been obtained prior to their departure from the area.
7. Conduct a post-emergency inventory of COMSEC/classified material and report any losses or unauthorized exposures to the Security Manager and custodian personnel.
8. Report all COMSEC/classified material that was destroyed or compromised to higher headquarters in accordance with the references.

EMERGENCY PROTECTION PLAN

SAFETY IS PARAMOUNT

Custodian personnel or senior Marine present will:

1. Rapidly secure all COMSEC/classified material not immediately required.
2. Close and lock all storage containers, and take on scene responsibility for protecting COMSEC/classified material.
3. Post a guard at any point of insecurity during and after the disaster.
4. Take action to prevent damage to, and maintain the security of all COMSEC/classified material in the area.
5. Conduct a post-emergency inventory of COMSEC/classified material and report any losses or unauthorized exposures to the Security Manager and custodian personnel.
6. Report all COMSEC/classified material that was destroyed or compromised to higher headquarters in accordance with the references.

NOTE: Follow the detailed instruction cards located within the respective areas.

EMERGENCY REMOVAL PLAN

SAFETY IS PARAMOUNT

NOTE: Except under extraordinary conditions (e.g., an urgent need to restore secure communications after relocation), COMSEC keying material should be destroyed rather than evacuated.

1. In the event it is determined that COMSEC/classified materials of this command must be removed, it will be relocated to one of the alternate headquarter sites identified in reference (c) or to Bldg 10 on the NSA Westbank. Removal of material will only be accomplished by the assigned manager/custodian personnel.
2. The removal of COMSEC/classified material will be based upon its type and classification and its potential for compromise.
3. The priorities for emergency removal are as follows:
 - a. Priority One - TOP SECRET MATERIAL
 - b. Priority Two - SECRET MATERIAL
 - c. Priority Three - CONFIDENTIAL MATERIAL
4. All CCI equipment will be returned to the EKMS Manager for removal.

NOTE: Follow the detailed instruction cards located within the respective areas.

EMERGENCY DESTRUCTION PLAN

SAFETY IS PARAMOUNT

NOTE: Follow the detailed instruction cards located within the respective areas.

1. Precautionary Destruction. This is the destruction of all classified material that is not operationally required to sustain operations during an emergency. The purpose of precautionary destruction is that if the threat of being over-run becomes imminent, total destruction can be completed in a relatively short period of time. The importance of beginning destruction early enough to preclude the loss or compromise of COMSEC/classified material cannot be overemphasized.

2. Complete Destruction. This requires quick and accurate reactions. When it is apparent that COMSEC/classified material storage areas will be over-run and all other methods of protecting the material have been exhausted, destroy all remaining classified material.

NOTE: When personnel and/or destruction facilities are limited, join the three categories and destroy the material following the priorities listed in Priority List C.

3. A positive record of accountability must be maintained at all times for all COMSEC/classified material and equipment (CCI, Secured Terminal Equipment (STE), computers, etc.). Accurate accounting of information concerning the extent of an emergency destruction is second in importance only to the destruction of the material itself. Accordingly, the facts surrounding the destruction shall be reported in accordance with the references by the most expeditious means available. Reports should indicate material destroyed, method and extent of destruction, and any COMSEC/classified material presumed to be compromised. Specific items should be identified by short title, editions, and serial numbers (by quantity if no serial numbers).